



**02.04.01      ABSENCE WITHOUT LEAVE**

**Division:**      **College Employees**  
**Adopted:**      **10/2019**  
**Revised:**      **04/2024**  
**Reviewed:**

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Paid time off (e.g.: sick, vacation, personal) is provided to full-time benefit-eligible employees, based on their classification and in accordance with their collective bargaining agreement. This time should be utilized appropriately based on the type of leave (i.e.: sick, vacation, etc.) needed by the employee.

The use of absence without leave (“no pay” days) is restricted to, and optional for Joliet Junior College summer modified operational schedule and winter/holiday break. An employee need not have utilized all their available fringe time to exercise a “no pay” option during summer break or winter/holiday break.

Except for an approved unpaid medical related leave of absence, “no pay” absences are generally not allowed. An employee request for a “no pay” absence, which is not for summer hours or winter break, will be evaluated by the department manager, the respective Cabinet member, and in consultation with Human Resources. This should be done in advance of the requested date.

Continued absence without approved paid time off may result in disciplinary action up to and/or including termination.

**Related Institutional Procedures:**

None